

DFAS Columbus Contractor Customer Service Open House

You're Invited to Attend!

Thursday, April 10, 2003 (8 a.m. - 4 p.m.)

The Defense Finance and Accounting Service, Columbus Customer Support Office invites our private sector contractors to attend the next quarterly Contractor Customer Service Open House. The Open House gives our contractor customers the opportunity to visit the Columbus site and obtain knowledge of our day-to-day operations and ongoing customer service initiatives. In addition, contractors can openly discuss issues/concerns with key members of our management team. The Open House agenda will include briefings and discussions on the Customer Support Office, Mechanization of Contract Administration Services (MOCAS) payment procedures, Stock Fund (SAMMS) entitlement payment procedures, Electronic Data Interchange (EDI), Vendor Pay Inquiry System (VPIS), as well as other electronic initiatives.

The Open House will conclude with a social, which will give contractor customers the opportunity to meet with DFAS Columbus senior managers.

Please come and join us!!! Early registration is encouraged, as the Open House reaches maximum registration quickly. If you are unable to attend this quarter's Open House, but are interested in attending a future session, keep in mind we will be hosting an Open House in a subsequent quarter, and will publish additional information via the '**Commercial Pay Corner**' newsletter available at <http://www.dfas.mil/money/vendor>.

Future Open House dates for 2003 are tentatively scheduled for July 10 and November 6. For additional information, please call 1-800-756-4571, Option 6.

Director's Statement

As you will remember from my last Director's Statement, I am very excited about the capabilities provided through electronic commerce, and I'm dedicated to increasing those capabilities for the Commercial Pay Business Line.

In my last Statement, I discussed some of the means by which a contractor can send us their invoices electronically. Another

system available for contractors who do business with the Department of Defense is the Vendor Pay Inquiry System (VPIS). VPIS is a web-based tool, which provides the status of your invoices once they are received and input into the various entitlement systems used by the Defense Finance and Accounting Service. While VPIS provides much information you previously could not get without calling the specific DFAS office responsible for paying your invoice, we believe there is still much that could be done to make this system even more user-friendly and valuable to you, our process partner.

Toward this end, a group of contractors serve with DFAS on a VPIS working group to identify areas for improvement, and we're pleased at the positive outcome from that partnership. Among the improvements scheduled for the next release in April 2003, are:

- Expanded Advice of Payment (AOP) information, including check mailing address, adjustment amounts and reasons, receiving bank identification, and account number.
- Improved "Help Screens" to include pop-up displays for Mechanization of Contract Administration Services (MOCAS) reason and remark codes.
- Full security for all users, to include using a login User ID and Password (MOCAS contractors already have this feature).
- Choice of download formats
- Increased payment history from 90 to 120 days

In addition, we are currently researching the feasibility of providing email notification for payment vouchers, MOCAS payment summary sheets, and MOCAS demand letters.

For those of you who already use VPIS, I'm sure you'll find these enhancements beneficial. For those who are not familiar with VPIS, we would be pleased to work with you, and I believe you will find VPIS to be a very useful tool in determining the status of your payments. Please give one of the VPIS administrators a call at 1-800-756-4571, option 6.

As we work together during the coming year, I feel confident that we can continue to identify ways to improve the tools

available and to increase the electronic exchange of information.

Sally Smith
Director, Commercial Pay Services

DFAS Europe

DFAS Europe was established in June 1999 to consolidate all European accounting, payment processing, and disbursing activities among multiple existing Army and Air Force financial operations.

DFAS Europe operates from five buildings located on three separate military installations. This will change in 2003 when DFAS personnel at Ramstein and Vogelweh move to Kleber Kaserne as part of a renovation project that will create much needed additional DFAS work space and finally consolidate all the DFAS Europe personnel at one location.

Army Vendor Pay uses two entitlement systems-Computerized Accounts Payable System (CAPS Clipper) and Standard Automated Voucher Examination System (SAVES). It provides pay-only service to DODDS-E, DCMC, and DSCP-E. Its Transportation Pay directorate pays intra-European air, rail, truck, barge, and personal property services for the entire European Command.

Air Force Vendor Pay utilizes the Integrated Accounts Payable System (IAPS), Electronic Document Access (EDA)/Navy-Air Force Interface and Corporate Electronic Funds Transfer (CEFT) to process payments.

Appropriations Closing **September 30, 2003**

For an up-to-date list of appropriations that will be closing September 30, 2003, go to:

<http://www.dfas.mil/library/dil>

Click on **Appropriations Report that will be closing on 09/30/2003.**

Computation of Payment Due Date

Payment due dates are calculated in accordance with Federal Acquisition Regulation (FAR) 52.232-25. The due date for making invoice payments by the designated payment office shall be the later of the following two events (excluding the exceptions noted in FAR 52.232-25):

1. The 30th day after the designated office has received a proper invoice from the contractor.
2. The 30th day after Government acceptance of supplies delivered, or services performed by the contractor. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the contractor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or contractor compliance with contract requirements.

What is Cash Management?

According to the Prompt Payment Act (5 CFR Part 1315), an agency shall make payments no more than seven days prior to the payment due date, but as close to the due date as possible, unless the agency head or designee has determined, on a case-by-case basis for specific payments, that earlier payment is necessary.

Unless a cost-justified discount is offered and earned, payment is held in suspense until the due date. In the absence of a clearly defined payment due date, a due date of 30 days following receipt of a proper invoice or acceptance, whichever is later, will be used.

Payment offices will attempt to pay Small Disadvantaged Business (SDB) concerns as quickly as possible after invoices are received and before normal payment due dates established in the contract. Contractors shall not, however, be entitled to interest penalties if invoice payments are not made before the normal payment due dates established in the contract as long as they are made within the provisions of the Prompt Payment Act.

Central Contractor Registration (CCR)

Payment by Electronic Funds Transfer

As a reminder to all vendors, FAR clause 53.232.33, requires that the Government make payment to the contractor using Electronic Funds Transfer (EFT) information contained in the CCR database. "In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database."

Further, "if the contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor, until correct EFT information is entered into the CCR database."

DFARS 252.204.7004, also states that vendors are required to renew their registration annually and are required to ensure that the vendor information, including banking and EFT is accurate and complete. DFAS recently encountered a situation where vendors updated their CCR registration, but did not correct EFT information that had changed during the year. DFAS suspends vendors for future payment when the bank returns an erroneous EFT payment, causing a delay in the vendor payment until the vendor corrects their CCR banking information.

Again, to ensure timely and accurate payments, vendors must ensure that their CCR account is always kept current and up to date.

Public Vouchers for Services

(SF 1034)

Defense Federal Acquisition Regulation Supplement (DFARS) Appendix F-306 outlines the requirements for the submission of invoices to the payment locations, and specifies that four copies must be provided to the Payment Office. Although this regulation addresses the submission of invoices associated with the Material Inspection and Receiving Reports (DD 250 billings), this regulation had been applied by default to the submission of Public Vouchers for Services (SF 1034) by the Defense Contract Audit Agency (DCAA). For this reason, a total of four copies of SF 1034s are currently being submitted to DFAS Columbus for payment.

DCAA Procedure 7641.90 Information for Contractors Chapter 5 (dated January 2002) addresses SF 1034 billings and states that the "contract will designate an address to which these forms

will be submitted (the billing address), the distribution, and the number of copies". DFAS Columbus Document Capture Center (DCC) currently scans SF 1034s that are paid via the Mechanization of Contract Administration Services (MOCAS) system and several vendor pay locations (see next article) in the Electronic Document Management (EDM) system. As multiple users may access a single image via EDM, DCAA will revise DCAA Procedure 7641.90 to instruct personnel to submit only one copy of SF 1034s for payment locations with EDM capability.

The following payment locations require only one copy of the SF 1034 from DCAA for payment:

Columbus
Dayton
Indianapolis DNO
Limestone
Omaha

Vendor Pay Invoices Scanned **at DFAS Columbus**

DFAS Columbus (DFAS-CO) Document Capture Center (DCC) scans invoices for various vendor pay offices. **The location of the pay office has not changed.** While vendors should forward their documents to DFAS-CO for scanning, payment will continue to be made by the pay office designated in your contract. The DCC will scan the image, which is then available electronically for each pay office to begin their review and payment process.

The following Vendor Pay (VP) sites are currently being scanned at DFAS Columbus:

Columbus Vendor Pay
Dayton Vendor Pay
Indianapolis DNO Vendor Pay
Limestone Vendor Pay
Omaha Vendor Pay

P.O. Boxes for VP sites currently scanned by DFAS Columbus are:

Columbus VP.369016
Limestone VP369020
Dayton VP.369024
Indianapolis DNO VP. .369023
Omaha VP369027

Addressing for U.S. Mail:

DFAS-Columbus
Attn: DCC/(Pay Office, see above)
P.O. Box (depends on location, see above)
Columbus, OH 43236-(plus last 4 digits of the above P.O.
Box number)

Addressing for Fed-Ex:

DFAS-Columbus
Building 21
Attn: DCC/(Pay Office, see above)
3990 E. Broad Street
Columbus, OH 43213-1152
POC 614-693-9019

Commercial Invoice Payment Issues **Receiving and Acceptance**

Contractors are reminded of the importance of receiving reports accompanying their invoices (when applicable) in order to facilitate accurate and timely payment. Appendix F of the Department of Defense Federal Acquisition Regulation Supplement (DFARS) sets forth the requirements for applicability and use of the Material Inspection and Receiving Report (MIRR). These requirements in Appendix F were written to help fulfill the requirements cited in the Federal Acquisition Regulation (FAR), which are essential to preserving the Federal Government's internal management controls. The first three paragraphs of DFARS Appendix F are provided below for contractors' review.

For additional information on the FAR or DFARS, go to
<http://farsite.hill.af.mil>.

DFARS-Appendix F

Material Inspection and Receiving Report

F-101-General

This appendix contains procedures and instructions for the use, preparation, and distribution of the Material Inspection and Receiving Report (MIRR) (DD Form 250 series) and commercial shipping/packing lists used to document Government contract quality assurance.

F-102 - Applicability

- (a) The provisions of this appendix apply to supplies or services acquired by DoD when the clause at 252.246-7000, Material Inspection and Receiving Report, is included in the contract. If the contract contains the clause at FAR 52.213-1, Fast Payment Procedure, the contractor may elect not to prepare a DD Form 250.
- (b) When DoD provides quality assurance or acceptance services for non-DoD activities, prepare a MIRR using the instructions in this appendix, unless otherwise specified in the contract.

F-103-Use

- (a) The DD Form 250 is a multipurpose report used—
 - (1) To provide evidence of Government contract quality assurance at origin or destination;
 - (2) To provide evidence of acceptance at origin or destination;
 - (3) For packing lists;
 - (4) For receiving;
 - (5) For shipping;
 - (6) As a contractor invoice; and
 - (7) As a commercial invoice support.
- (b) Do not use the DD Form 250 for shipments—
 - (1) By subcontractors, unless the subcontractor is shipping directly to the Government, or
 - (2) Of Contract inventory.
- (c) The contractor prepares the MIRR, except for entries that an authorized Government representative is required to complete.

Use the DD Form 250-1—

- (1) For bulk movements of petroleum products by tanker or barge to cover—
 - (i) Origin or destination acceptance of cargo; or
 - (ii) Shipment or receipt of Government owned products
- (2) To send quality data to the point of acceptance in the case of origin inspection on FOB destination deliveries or pre-inspection at product source. Annotate the forms with the words **"Inspected For Quality Only."**

Lately there has been a lot of confusion regarding when a particular invoice should contain the Contract Line Item Number (CLIN) and/or Accounting Classification Reference Number (ACRN). Part of this confusion is created because there are varying interpretations for the term "invoice," while a portion of this confusion is attributable to the significant number of local (service unique) clauses in use today.

Below are the guidelines that should be followed when you are trying to determine if you need to include a CLIN and/or ACRN on a particular billing when **either FAR 52.232-25 or a local clause** is cited in your contract. Since these guidelines only reference two different clauses and there could be other clauses or instructions in your contract that require a CLIN and/or ACRN, you **MUST** review your specific contract to determine the actual invoicing requirements. In addition, you may need to seek assistance from your Customer Service Representative or Contracting Officer if you are unclear as to what information is required.

Please note that the guidelines provided below presume that either FAR 52.232-25 or a local clause is cited in your contract. In the event that your contract contains both of these, **the clause with the more stringent requirements will prevail when there is a conflict**. For example, since FAR 52.232-25 requires the CLIN on certain billings, a local clause cannot state: "CLINs are not required on any invoice submissions". If you encounter problems complying with any clause in the contract, you should contact your Contracting Officer (CO).

WHEN YOUR CONTRACT ONLY CONTAINS FAR 52.232-25, PROMPT PAYMENT.
The CLIN **is** required on invoice payments, which include:

- Invoices for partial deliveries that have been accepted by the Government.
- Invoices for final cost or fee payments where amounts owed have been settled between the Government and the contractor.
- Invoices for Fixed-Price Construction Contracts and Fixed-Price Architect-Engineer Contracts.

The CLIN **is not** required on contract financing payments, which include: *

- Advance payments.
- Performance-based payments.
- Commercial advance and interim payments.

- Progress payments based on cost under 52.232-16, Progress Payments.
- Progress payments based on a percentage or stage of completion, with the exception of Fixed-Price Construction Contracts or Fixed-Price Architect Engineer Contracts.
- Interim payments under a cost reimbursement contract. **

The ACRN **is not** required on any invoice submissions. ***

* **NOTE:** Although CLINs are not required on financing payments by this specific clause, there could be additional language/instruction in your contract that implies a CLIN is required. For example, if the financing payments in your contract are based on a deliverable item basis then each financing payment MUST include the CLIN.

** **NOTE:** Interim payments under a cost reimbursement contract for services are considered invoice payments for interest purposes only. In accordance with Alternate I (Feb 2002) of the Prompt Payment clause (52.232-25) the requirements for a "proper" invoice (52.232-25, paragraph (a)(3)) do not apply.

*** **NOTE:** Although this specific clause does not require the ACRN, good business practice requires that the government be able to attach every payment to a particular appropriation or appropriations. The only way to really do this is to cite a particular CLIN that has a relationship to an ACRN (which is shorthand for the appropriation) or to cite the ACRN itself. For this reason, there are several other clauses that require the contracting officer to provide ACRN distribution instructions on certain types of financing payment submissions. In those instances where a regulatory requirement for the ACRN does not exist, you may see this requirement conveyed through the use of local clauses or unique instructions in your contract. If your contract does not contain a requirement for you to provide the ACRN, do not include it on your invoice submissions as this can cause problems when there is a discrepancy between the data you provide and the contract terms.

WHEN YOUR CONTRACT CONTAINS ONLY A LOCAL CLAUSE/INSTRUCTION.

- The CLIN and/or ACRN **are** required as outlined in the specific local clause (a few local clause examples are shown below).
- Unless otherwise defined in the clause, the clause will apply to the following:

- Billings for partial deliveries that have been accepted by the Government.
- Billings for final cost or fee payments where amounts owed have been settled between the Government and the contractor.
- Billings for Fixed-Price Construction Contracts and Fixed-Price Architect-Engineer Contracts.
- Billings for interim payments under a cost-reimbursement contract.

NOTE: Although local clauses do not typically apply to financing payments (other than interim payments under cost-reimbursement contracts), there could be additional language/instruction in your contract that implies a CLIN and/or ACRN are required. For example, if the financing payments in your contract are based on a deliverable item basis, then each financing payment MUST include the CLIN.

EXAMPLE 1:

G.2 5252.232-9001 SUBMISSION OF INVOICES (COST REIMBURSEMENT, TIME-AND-MATERIALS, LABOR-HOUR, OR FIXED PRICE INCENTIVE) (JUL 1992)

"Invoice" as used in this clause includes contractor requests for interim payments using public vouchers (SF 1034) but does not include contractor requests for progress payments under fixed-price incentive contracts.

In addition to the information identified in the Prompt Payment clause herein, each invoice shall contain the following information, as applicable:

- (1) Contract line item number (CLIN)
- (2) Subline item number (SLIN)
- (3) Accounting Classification Reference Number (ACRN)
- (4) Payment terms
- (5) Procuring activity
- (6) Date supplies provided or services performed
- (7) Costs incurred and allowable under the contract
- (8) Vessel (e.g., ship, submarine or other craft) or system for which supply/service is provided.

EXAMPLE 2:

The contractor shall identify on each public voucher: (1) the contract number, (2) the accounting classification reference

number (ACRN) assigned to the accounting classification which pertains to the charges billed, e.g. "ACRN: AA," (3) the Order Number/PRON; and (4) in the address block, the Tax Identification Number, a point of contact and the telephone number.

EXAMPLE 3:

CONTRACTOR BILLING (COST, FPI) (NAVSEA) (OCT 1990)

Invoices/vouchers (excluding request for progress payments) submitted by the Contractor shall identify the specific accounting classifications cited in the contract. The Contractor shall submit invoices/vouchers by Contract Line Item Number (CLIN), Contract Subline Item Number (SLIN), and ACRN level as identified on the Financial Accounting Data Sheet(s) attached to this contract. To the extent reasonably feasible, costs of performance of this contract shall be segregated, accumulated, and invoiced to the appropriate ACRN categories listed on the Financial Accounting data so that invoices/vouchers will allocate costs to the ACRN level on a proportionate basis. Invoices/vouchers submitted to the paying office that do not identify billing amounts by ACRN level will be returned to the Contractor for proper identification.

EXAMPLE 4:

**5252.232-9504 I INSTRUCTIONS TO PAYING OFFICE (MAY 1998)-
ALTERNATE I (OCT 1999)**

- (a) Invoices submitted for payment, which do not contain contract line item number (CLIN) (or subline item number (SLIN), if any) and the accounting classification references number (ACRN) information, will be returned for correction.
- (b) The disbursement of funds will be by the CLIN/SLIN/ACRN designation. All disbursement will be to the appropriate ACRN.

Electronic Document Access
(EDA)

EDA is a world-wide-web (www) based document repository system that supports information needs of the Defense Finance and Accounting Service (DFAS) and CINCS/Services/ Agencies (CSA) of

the Department of Defense (DoD). EDA combines Internet and Web technologies with electronic document management (EDM) to eliminate paper files. EDA facilitates information sharing among DoD communities and provides secure access to single-source DoD official documents. EDA is a reference archive that provides the user a 'read-only' view of various documents, such as contracts and modifications, vouchers, Government Bills of Ladings (GBLs), Materials Acceptance and Accounts Payable Reports (MAAPRs), etc.

Contractors can now register to gain access to the EDA web site to view their contracts and modifications only. Contractors can follow the instructions on the EDA web page for registering with Defense Industrial Security Agency (DISA).

The web site is <http://eda.ogden.disa.mil/eda>.

The vendor's CCR POC must contact the Ogden Customer Application Support Center at cscassig@ogden.disa.mil (Subject: EDA Registration) or call 1-800-392-1798, ext. 8 to establish themselves or a designee as the company Electronic Business Point of Contact (EBPOC) before instructing users to register in EDA.

Interest on Final BVNs

The issue of when the Prompt Pay Act clock starts for computing interest on final cost vouchers requiring Defense Contract Audit Agency (DCAA)/Defense Contract Management Agency (DCMA) approval has created friendly debate. Final approval and the settlement of final overhead rates between the contractor and the contracting officer (CO) can be a lengthy process. In the past, the date the voucher was received by the DCAA/DCMA office was widely used as the date from which interest was calculated. In many cases, final approval was not obtained until weeks or months later. Following that process, the voucher was forwarded to DFAS for payment and interest penalties. The debate between whether to use the DCAA/DCMA received date or the DCAA/DCMA approval date prompted research of regulatory guidance and much discussion. And now, the verdict is in! In a message from the Acting Deputy Director, Commercial Pay Services, effective October 1, 2002, the date for the computation of interest on final vouchers will be the date signed and approved by the contracting/administrative contracting officer.

Interest Payments

Effective October 23, 2002, MOCAS interest payments are being paid in the same manner as the original late paid invoice. If the original invoice paid by Electronic Funds Transfer (EFT), the interest will be processed as an EFT payment and sent to the same financial institution as the original late invoice payment.

Conversely, if the invoice was paid using a hard copy check, the interest will also be paid in the same fashion and mailed to the same address.

Also an EFT interest payment will also have an electronic Advice of Payment (AOP) that accompanies the payment to the financial institution. This AOP contains all of the information that was included with the previously mailed hard copy interest checks. If you experience problems with the AOP not containing sufficient information, advise your financial institution that the version of the AOP (Form 820) is 3050, not 4010 as used for MOCAS payments. Contractors must inform their financial institution of this. Most financial institutions can switch from one to the other.

Top 10 Frequently Asked Questions

Contract Information:

1) How can I distinguish between a MOCAS and Non-MOCAS contract?

A MOCAS contract is administered by a Defense Contract Management Agency (DCMA) and paid by DFAS Columbus North, South, or West Entitlements.

North Entitlements was previously known as Bunkerhill, New Dominion, and Minuteman.

South Entitlements was previously known as Chesapeake, Capitol, and Southeast.

West Entitlements was previously known as Santa Ana, Van Nuys, Gulfcoast, DPRO West, Gateway, and International.

Basically all other contracts are Non-MOCAS contracts. Non-MOCAS covers the following 6 entitlement systems:

1. Computerized Accounts Payable System (CAPS)(Including Europe and Japan CAPS sites)
2. Integrated Accounts Payable Systems (IAPS)

3. Standard Accounting and Reporting System/ONE PAY (STARS ONE PAY)
4. Defense Integrated Subsistence Management Systems (DISMS)
5. Automated Voucher Examination Disbursing System (AVEDS)
6. Standard Automated Material Management System (SAMMS)

2) How do I determine who my payment office is for my contract?

Look under the 'Payment Will be Made By' box on the right hand side of the front page of your actual contract.

This is the location you should contact if you have any payment-related questions.

For a list of phone numbers for the various DFAS locations go to: <http://www.dfas.mil/custsrvc/> and scroll down to Additional Phone Numbers.

Or contact your contract administrator for assistance.

3) What is an ACO (Administrative Contracting Officer)? Why do I have to go to my ACO for contractual issues?

The ACO is a warranted Contracting Officer assigned to perform certain post-award contract administration functions. ACOs usually work for the Defense Contract Management Agency (DCMA) or other agency that performs post-award administration. The ACO exercises different responsibilities than the Procuring Contracting Officer (PCO), who is usually assigned to the buying activity that issued the contract.

ACOs have authority to issue certain kinds of modifications to your contract, to negotiate with your company to set rates on flexibly-priced contracts (where applicable), to monitor the health of contractor business and technical systems, and to make official Government determinations on a variety of post-award issues. They can also give you the Government's interpretation of contract provisions, including payment provisions. They are in a good position to know the contract requirements as well as your processes. More importantly, they are authorized to speak for the Government on contractual matters. PCOs may also delegate additional authority to ACOs beyond that specified in the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).

For FAR and DFARS: <http://farsite.hill.af.mil>

ACOs are typically located near your company, or in some cases, in your facility. Because of recent security concerns, web sites that would lead you to your cognizant ACO have been placed behind Government firewalls. If you are a new contractor or unfamiliar with your local ACO, the best way to find him/her in today's environment is to look on the face page of your contract in the block labeled, "Administered By." Note the city in which this office is located, then look in your phone book for that city in the Government listings for the administering office and call that number. The number usually leads you to the Commander's office, where someone can get you in touch with your ACO.

DFAS Customer Service is responsible for payment issues only, not administrative issues on the contract itself. DFAS will assist as much as possible to obtain ACO phone numbers or E-mail address, but we cannot answer questions pertaining to the administration of the contract. Remember Customer Service takes care of payment issues; ACOs take care of administration issues.

For a list of ACOs, go to: <http://home.dcm.mil>.

CAPS Vendor Pay has a Contracting Officer Representative (COR).

Invoice Information:

4) What constitutes a proper invoice?

For precise information, see FAR Clause 52.232-25.

The following information constitutes a proper invoice and is required as payment documentation:

For Standard Automated Material Management System (SAMMS):

- Name and address of contractor
- Invoice date
- Contract number (including delivery order and/or call number)
- Contract line item number (clin)
- Description (NSN# or item)
- Quantity shipped
- Unit price and unit of measure
- Extended price
- Shipment terms (shipment number, date of shipment, how shipped)
- Payment terms (discount terms)

For Defense Integrated Subsistence management System (DISMS):

- Name and address of contractor
- Invoice date
- Contract number (including delivery order and/or call number)
- Contract Line Item Number (clin)
- Description (NSN# or item)
- Quantity shipped
- Unit price and unit of measure
- Extended price
- Shipment terms (shipment number, date of shipment, how shipped)
- DODAAC (where goods were delivered)
- Payment terms (discount terms)

For all others:

- Name of vendor
- Invoice date
- Government contract number, or other authorization for delivery of goods or services
- Vendor invoice number, account number, and/or any other identifying number agreed to by the contract
- Description (including, for example, contract line/sub line number, price, and quantity of goods and services rendered);
- Shipping and payment terms (unless mutually agreed that this information is only required in the contract)
- Taxpayer Identifying Number (TIN), unless agency procedures provide otherwise
- Banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4
- Contract name (where applicable), title, and telephone number
- Other substantiating documentation or information required by the contract

If using a DD250 as an invoice, the wording '**Original Invoice**' or '**Invoice**' in 1-inch high letters must appear on the invoice. Do not use red or green ink. Black ink works best.

For additional information, see Federal Register/Vol. 64, No. 188.

If using Fast Payment, the proper FAR clause stipulating Fast Payment is required in your contract.

5) Why doesn't my invoice pay immediately when received by DFAS?

DFAS Columbus receives many invoices that need to be scanned through the Document Capture Center (DCC) area then processed through Tier 2 before updating into the appropriate entitlement system. Cash Management is different for various types of invoices:

- Cost Vouchers/BVNs/Performance Based Payments-14 days
- Progress Payments-7 days
- Commercial Invoice/DD250-30 days

SAMMS:

SAMMS receives invoices via mail or electronic invoicing. Based on the payment terms determined in your contract, there could be a number of reasons that your invoice didn't pay immediately. Here are a few of the payment terms:

1. If the contract is **FAST PAY**, the invoice is paid 15 days from the invoice received date.
2. If the contract is **Destination Acceptance**, this means that the **material has to be received** before a payment can be made. Payment is 30 days later based on invoice receipt date or material receipt date, whichever is later.
3. If the contract is **Source Acceptance**, this means that the **acceptance has to be received** before a payment can be made and payment is 30 days later based on invoice receipt date or acceptance receipt date, whichever is later.

If you can not find status of your invoice by utilizing Vendor Pay Inquiry System (VPIS), contact the SAMMS Customer Service Office for the appropriate payment office (1-800-756-4571, option 2 then option 2 again or 614-693-8507, option 2 then option 2 again).

DISMS:

DISMS receives invoices via mail or electronic invoicing. Based on the payment terms determined in your contract, there could be a number of reasons that your invoice didn't pay immediately. Here are a few of the payment terms:

1. Payment terms vary and the majority of the contracts are non-fast pay, which means that the receipt has to be posted before a payment can be made.

2. If your contract is awarded as a Prime Vendor, payment is 7 days, based upon receipt of the goods or receipt of the invoice, whichever is later.
3. If your contract is awarded as a Market Ready vendor, payment is 10 days, based upon receipt of the goods or receipt of the invoice, whichever is later.

If you can not find status of your invoice by utilizing VPIS, contact the Customer Service Office for the appropriate payment office (1-800-756-4571, option 2 then option 1 or 614-693-8507, option 2, then option 1).

For additional information, review the **Prompt Payment Act** web site <http://pcc.navy.mil/PPayAct>.

6) What does "distribution of DD250" mean? Who is the CAO terminal?

Distribution of the DD Form 250 means conveying copies of the DD Form 250 to the recipients listed in DFARS Appendix F, Table 1, Standard Distribution, and the applicable recipients in Table 2, Special Distribution, as well as any other distribution requirements contained in your contract. Distribution of the DD Form 250 is the contractor's responsibility, and must be accomplished within the timeframes specified in Appendix F.

For MOCAS, the term, CAO terminal (the acronym is now CMO, Contract Management Office), refers to those individuals within the contract management office who are responsible for input of DD Form 250 data to the payment system. They are the recipients of the Contract Administration Office copy of the DD Form 250 listed in Table 1 of DFARS Appendix F.

Until full deployment of Wide Area Workflow (WAWF), the CMO must keystroke the DD Form 250 data into MOCAS. However, since WAWF is now available, contractors who sign up for WAWF can transmit their DD Form 250 data, as well as their invoices to MOCAS, as well as several other vendor pay systems directly, making DCMA input unnecessary and usually speeding payment. WAWF can electronically distribute some copies of the DD Form 250, but until full WAWF deployment, you must make paper distribution of those copies that WAWF cannot route.

7) What is Prevalidation and where can I find updated information?

In 1995, prevalidation legislation was passed (Grassley Amendment to Acquisition Reform Bill H.R. 4650-56, Section 8137 of Public Law 103-335) that required the Department of Defense (DoD) to match all disbursements to specific obligations prior to disbursement of payment. The 1995 statute established the threshold at \$5 million. This has decreased incrementally. Congress also required DoD to prepare a plan for bringing the prevalidation threshold to zero. On October 22, 2001, the MOCAS threshold dropped to \$25,000 per invoice, which is where it currently stands. The phased reduction will allow payment timelines to be closely monitored to ensure no significant delays occur as a result of lowering the prevalidation dollar threshold. Future drops will be based on ability to meet continued payment timelines. See <http://www.dfas.mil/money/vendor/prevalidation.htm>

All Non-MOCAS Vendor Pay invoices must go through the prevalidation process, no matter what the dollar amount is.

8) How do I invoice electronically?

You must first go through our Electronic Data Interchange (EDI) office for testing. After successful testing, you will be able to invoice electronically. To contact the EDI office, call 1-800-756-4571 option 6 or 614-693-8507 option 6 and request the EDI office, or visit their web site at <http://ecweb.dfas.mil>.

CAPS Vendor Pay does not allow electronic submission.

9) Why do I have to create a shipment number when I already have an invoice number?

This is specified in the terms and conditions of your contract payment instructions, or call your ACO for guidance. MOCAS is contract and shipment number driven for tracking purposes to avoid duplicate payments and to establish an audit trail. Non-MOCAS contracts are line item and/or invoice number driven.

SAMMS - Clothing and Textile Commodity (C&T) utilizes the shipment number as the invoice number to avoid duplicate payments.

Vendor Pay Inquiry System (VPIS):

10) What is VPIS and where can I find information on this system?

Vendor Pay Inquiry System (VPIS) is an Internet/World Wide Web application developed for our contractors/vendors to check

status on submitted, processed invoices against DoD contracts paid by DFAS. Currently there are 2 different systems: Non-MOCAS VPIS and MOCAS VPIS. To determine the difference, see Contract Information question #1. Go to <http://www.dfas.mil/money/vendor> or see additional information below.

Acronyms

Have you ever tried to understand the acronyms used within the Government?

For a list of the acronyms and abbreviations used by various government agencies, go to:

www.dfas.mil/library

Scroll to Program Manager Tools

Under Archives, click on Abbreviations and Acronyms List

Electronic Invoicing

The Web Invoicing System (WInS) makes it easier than ever to submit invoices to DFAS electronically. The only requirements are internet access and a user id and password which is obtained by following the directions on the website:

<https://ecweb.dfas.mil/notes.html>. The templates simplify the invoicing process by requiring all necessary information prior to submission. Once submitted, the invoice will flow to the appropriate DFAS system for payment. It is very important to check the status of invoices submitted by viewing the listing in WInS. This will prevent delays in payment processing. A rejected invoice needs to be corrected and re-submitted. The rejected invoice will appear in WInS with an "advice message" which will describe the error. The Prompt Payment date is computed from the day the valid invoice is accepted.

Vendor Pay Inquiry System **(VPIS)**

Once the invoice is accepted and processed into the entitlement system, it can be tracked by using another web-based system called Vendor Pay Inquiry System (VPIS). The VPIS website is: <http://www.dfas.mil/money/vendor/>. There are two different VPIS systems-MOCAS and Non-MOCAS.

MOCAS VPIS is for contracts administrated by a Defense Contract Management Agency (DCMA) and paid by DFAS Columbus either North, South, or West Entitlements.

Non-MOCAS VPIS is for the following entitlement systems:

- Computerized Accounts Payable System (CAPS) including Europe and Japan
- Integrated Accounts Payable System (IAPS)
- Standard Accounting and Reporting System/ONE PAY (STARS ONE PAY)
- Defense Integrated Subsistence Management System (DISMS)
- Automated Voucher Examination Disbursing System (AVEDS)
- Standard Automated Material Management System (SAMMS)

By utilizing these two systems, tracking of invoices and payment dates can be accomplished through the use of any internet connection. This results in saving time and money for our customers.

New VPIS Development

Implementation of the new VPIS system has been delayed while our hardware service providers purchase and install a new specially placed web server to help us better support your needs. That server should be available for Customer Focus Group testing with pre-registration to begin sometime in March 2003. New VPIS services should be in place for all users by the end of April 2003. Please watch the Vendor Pay Information News Updates section of the VPIS web site at www.dfas.mil/money/vendor for more dates and other information. We will post planning information there as soon as feedback is available from the procurement process.

VPIS **CURRENT STATUS CODE DEFINITIONS**

DOWNLOAD CODE:	DISPLAYED AS:	DEFINITION:
1	PAID	Funds were issued via check or electronic transfer
2	PENDING	Payment being processed
3	OTHER	Pay Office is missing data to complete the payment computation such as receipt or funds approval

4	SCHEDULED FOR PAYMENT	Payment being processed and date of payment has been assigned
5	CALL YOUR CERTIFYING ACTIVITY	Pay Office found no obligation or insufficient funds available
6	IN PROCESS @ DFAS OPERATING LOCATION	Pay Office gathering data or computing payment amount

STATUS CODES FOR NEW VPIS

DOWNLOAD LOAD:	DISPLAYED AS:	DEFINITION:
1	PAID	Funds were issued via check or electronic transfer
2	SCHEDULED FOR PAYMENT	Payment being processed
3 (MOCAS)	SEE REASON AND REMARK CODES	Refer to point and click pop up Reason and Remark codes for more details
3 (NON-MOCAS)	RECEIVING REPORT, OBLIGATION OR COMPUTATION REQUIRED	Pay Office needs receipt or funds approval or is currently computing the payment amount
4	SCHEDULED FOR PAYMENT	Payment being processed
5	OBLIGATION REQUIRED. CALL YOUR CERTIFYING ACTIVITY.	Pay Office found no obligation or insufficient funds available.
6	IN PROCESS @ DFAS OPERATING LOCATION	Pay Office gathering data or computing payment amount
7	RECEIVING REPORT REQUIRED	Pay Office needs receipt
8	FUNDS APPROVAL REQUIRED	Pay Office needs funds approval

DFAS Customer Service Phone Numbers

DFAS Charleston

Vendor Pay Inquiries
Or commercial

1-800-755-3642
(843) 746-6211

DFAS Columbus

Customer Service	1-800-756-4571 (614) 693-8507
Contract Pay	
MOCAS North	Option 1, then 1
MOCAS South	Option 1, then 2
MOCAS West	Option 1, then 3
Vendor Pay	
Stock Fund/Subsistence	Option 2, then 1
Stock Fund/General/Industrial	Option 2, then 2
Stock Fund/Construction/Electronics	Option 2, then 2
Stock Fund/Medical/Clothing/Textiles	Option 2, then 2
Stock Fund/Fuel Payments	Option 2, then 2
Commercial Payments	Option 2, then 2
Disbursing	
EFT/CCR	Option 3, then 1
Re-certified Checks	Option 3, then 2
Travel (Government)	Option 4
Vendor Pay Inquiry System (VPIS)	Option 5
Referral/Assistance	Option 6
DeCA (Commissary) Returned Checks	1-800-635-6045 (614) 693-4987
DeCA (Commissary) Vendor Pay	1-800-756-4577 (614) 693-8508

DFAS Dayton

Customer Service	1-800-756-4571 (614) 693-8507 Option 2, then 3
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DFAS Europe

Customer Service	011-49-631-413-4292
Air Force Vendor Pay	011-49-631-536-6322
Army Vendor Pay	011-49-631-413-4806
	011-49-631-413-4108
	011-49-631-413-4109
	011-49-631-413-4278
	011-49-631-413-4168
	011-49-631-413-4154

DFAS Indianapolis Customer Service

Vendor Pay	1-888-332-7366
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(317) 510-4354

Transportation Payments Office 1-888-425-7729

(317) 510-0566

DFAS Japan

Customer Service	011-81-311-755-3068
Air Force	011-81-311-755-6517
	011-81-311-755-6288
Navy	011-81-311-755-2932
	011-81-311-755-3202
Army	011-81-311-755-2186
	011-81-311-755-2153
Marines	011-81-311-755-2942
	011-81-311-755-3338
Transportation	011-81-311-755-2975

DFAS Kansas City

Customer Service (816) 926-7480

DFAS Lawton-Fort Sill Customer Service

Vendor Pay 1-888-445-5154
(580) 442-0301

DFAS Lexington Customer Service

Vendor Pay (859) 293-4344

DFAS Limestone Customer Service

Vendor Pay 1-800-337-0371
(207) 328-1676

1-800-390-5620
(207) 328-1675

DFAS Norfolk Customer Service

Navy Vendor Pay 1-800-209-1628
(757) 443-4825

Army Vendor Pay (757) 443-4752

DFAS Oakland Customer Service

Vendor Pay 1-888-839-5199
(510) 273-7757

DFAS Omaha (Bellevue) Customer Service

Vendor Pay 1-800-330-8168
(402) 232-3051

DFAS Orlando Customer Service

Vendor Pay Inquiries 1-800-950-9784
(407) 646-4991

DFAS Pacific Customer Service

Vendor Pay 1-888-222-6950
(808) 472-8050

DFAS Pensacola Customer Service

Vendor Pay 1-800-328-9371
(850) 473-5972
(850) 473-5896
(850) 473-5892

DFAS Rock Island Customer Service

Vendor Pay 1-888-332-7742
(309) 782-9375

DFAS Rome Customer Service

Vendor Pay 1-800-553-0527
(315) 330-6601

DFAS San Antonio Customer Service

Vendor Pay 1-888-478-5636
(210) 527-8061

DFAS San Bernardino Customer Service

Vendor Pay 1-800-779-1903
(909) 382-3556

DFAS San Diego Customer Service

Vendor Pay 1-800-445-9747
(858) 616-5139

DFAS Seaside Customer Service

Vendor Pay 1-800-582-8780
(831) 583-6081

DFAS St. Louis Customer Service

Vendor Pay 1-877-782-5680
(314) 260-3679
(314) 260-3682

General Information

DFAS Columbus publishes the **Commercial Pay Corner** (formally **Contractor's Corner**) in January, April, July, and October.

Comments/suggestions on the **Commercial Pay Corner** are welcome. Please send e-mail to dfas_columbus@dfas.mil or call 1-800-756-4571, option 6.